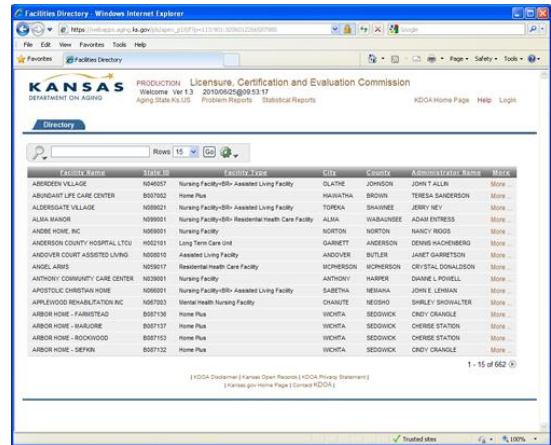

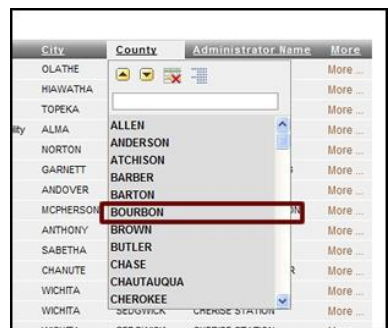


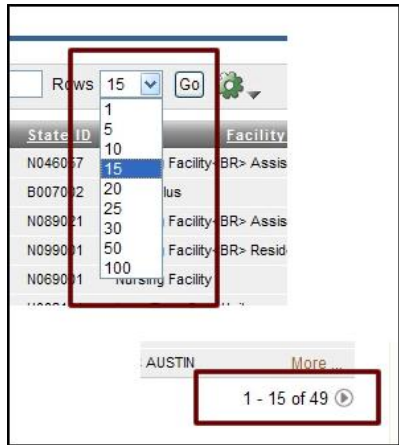
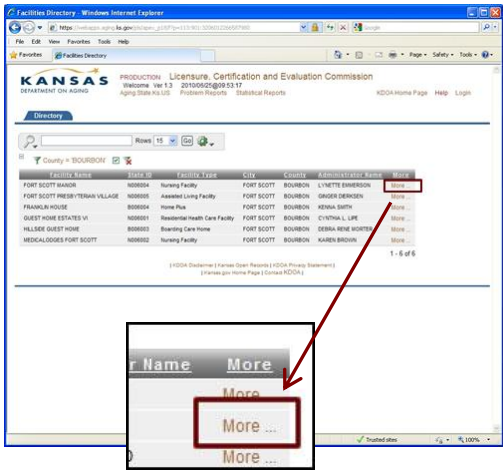


Adult Care Home On-Line Directory Search Instructions

Introduction The Adult Care Home On-Line Directory utilizes an Interactive report which gives a table view of Facility information. It also allows the use of custom filters to locate specific information.

Search Filter How To:

Step	Action
1.	<p>The directory is in Facility Name order.</p> 
2.	<p>There are two ways to search for specific information:</p> <ol style="list-style-type: none"> Use the Search Field: <ol style="list-style-type: none"> Type the search criteria in the search field. Example: Shawnee Click on the "Go" button. A filter notation is displayed. <p>The results will bring back any line that has the search word located in it.</p> Use Column Headings: <ol style="list-style-type: none"> Click on any column heading. A list will display of the specific information located in the column Click on the specific information. A filter notation is displayed.  

Adult Care Home On-Line Directory Search Instructions

Step	Action
<p>To navigate the information displayed.</p> <ol style="list-style-type: none"> 1. Change the number of rows displayed in the listing by clicking on the drop down arrow. 2. At the bottom of the list, click on the arrow to move to the next page of information. 	
<p>3. Click on the More ... link to display a Facility Detail page regarding the specific facility.</p>	
<p>4. The Facility Detail page will be displayed.</p>	
<p>5. To return to the Directory, Click on the Directory tab.</p>	
<p>6. To clear the search criteria, click on the Filter icon.</p>	